



Position Description and Duty Statement

Title:	Primary Education Support
Responsible to:	Head of Education Support – Primary
Time Fraction:	Part-time or Full-Time
Location:	2 Nagle Avenue, Elsternwick 3185

Objectives of the Position

To support the educational, social and emotional wellbeing of allocated students at the College.

Specific role description for allocated students as relevant:

To work together with classroom teachers, special education staff and the student services department to support students:

- **Academic progress:** including supporting the assessment, programming, modification and individualisation of curriculum needs as required
- **Social/emotional progress:** including supporting playtimes, transition times, specialist subjects, incursions, excursions, and extra-curricular activities as required
- **Ancillary support:** including support for therapy services (Occupational Therapy, Speech Therapy, behaviour management programmes, counselling support, etc) as required
- **Activities of daily living:** including management of daily care activities and personal well-being as required

Specific responsibilities in consultation with and directed by the classroom teacher

Student support:

- Academic / curriculum
 - Pre-teaching
 - Small group consolidation
 - Ongoing monitoring and overseeing
- Behavioural support
 - Crisis management
 - Pre-empting / redirecting / supporting
- Management
 - Escorting students to the bathroom
 - Withdrawal of student as required
- Playground
 - Duties as directed
- Excursions / incursions / specialist subjects
- Additional duties:
 - As directed and within the parameters of the position description



Support and Supervision

- Generalised support through the Jewish Schools Integration Program liaison officer
- Regular supervision with the Student Services Department for support, strategies and liaison

Key relationships

- Head of Education Support Primary
- Head of Primary School
- Teaching and non-teaching staff
- Students
- Parents, guardians and families of students

College Expectations:

At Leibler Yavneh College all staff are contributing to the learning, teaching and caring of our students. As such every staff member is directly involved in creating a positive learning environment where students and staff can flourish. Staff are expected to engage with the broader College community in a professional manner and model our values of Respect, Integrity, Gratitude, Honour and Tradition in all they undertake. Participating in College events supports a sense of belonging building positive relationship and creates an understanding of the ethos of the College.

Child Safety

Leibler Yavneh College is a child safe employer and is committed to the welfare of children and their protection. Leibler Yavneh College has a zero tolerance for child abuse stance. All potential employees and volunteers will be required to comply with the School's Child Protection and Safety Policies and the College Code of Conduct. All applicants will be required to undergo a rigorous background check. Leibler Yavneh College employees must complete on an annual basis a Mandatory Reporting online training module and other Child Safety training scheduled throughout the year.